

VACATION

It is the practice of Wilson County to provide employees with an annual paid period for rest and relaxation. The objective of vacations is the maintenance of employee health and morale. Vacation eligibility is dependent on employees' status as full-time or part-time employees; cumulative Wilson County service at the end of the "vacation accrual year"; and the period of active service rendered by the employees during the accrual year.

An eligible employee earns and accumulates annual leave for each month of service or major fraction thereof. It is earned and maximum accumulations allowed as follows:

- a. Employees with less than five (5) years of full-time service accrue at the rate of one (1) day for each month of service or major fraction thereof, and may accumulate a maximum of thirty (30) work days (240 hours)
- b. Employees with five (5) years of full-time service and less than ten (10) years of full-time service accrue at the rate of one and one-half days for each month of service or major fraction thereof and may accumulate a maximum of thirty-six (36) work days (288 hours).
- c. Employees with ten (10) years and less than fifteen (15) years of full-time service accrue leave at the rate of one and three-fourths days for each month of service or major fraction thereof and may accumulate a maximum of thirty-nine (39) work days (312 hours)
- d. Employees with more than fifteen (15) years of full-time service accrue leave at the rate of two (2) days for each month or major fraction thereof and may accumulate a maximum of forty-two (42) work days (336 hours)

Employees are encouraged to take annual leave each year for rest and relaxation. Office holders/Department Heads are encouraged to recognize the value of leave on the employee's health and productivity and grant such leave whenever possible. An employee may request to use annual leave at any time by application to his/her supervisor. This request should be in advance and in writing.

On June 30th of each year, annual leave in excess of the maximum allowable accumulation will be transferred to the employee's sick leave account. A deferral until December 31st may be granted to accommodate department schedules.